U.S. DEPARTMENT OF COMMERCE

U.S. Census Bureau, Regional Census Center, Denver, Colorado
http://www.census.gov/roden/www/emply.html (cut and paste)

AMENDED May 15 TO EXTEND CLOSING DATE, IDENTIFY DUTY LOCATIONS, add "TEST" INFO AND AMEND "HOW TO APPLY"TO ADD ADDITIONAL INFORMATION

ISSUE DATE:	**April 10, 2009**	**Recruiting Bulletin No. 3199-09-AMT-10**
CLOSING DATE:	**May 29, 2009**	

POSITION TITLE:	**Assistant Manager for Technology (AMT)**
EXCEPTED SERVICEAPPOINTMENT:	**Schedule A Appointment, Effective October 1, 2009, with a possible 1-year extension**
WORK SCHEDULE:	**This is a temporary full-time position.**
AREA OF CONSIDERATION:	**All U.S. Citizens**
DUTY LOCATION/PAY RATE:	**See "How to Apply" on the website for a complete listing of locations and pay rates.**
TEST:	**This position requires a written test. See "How to Apply" document on the website for a number to call to schedule a test.**

DUTY LOCATIONS:

ARIZONA:	Phoenix NE, NW, SE, SW, Tucson Urban, Window Rock, Yuma.
COLORADO:	Aurora, Denver, Grand Junction, Greeley, Pueblo, Westminster.
MONTANA:	Great Falls, Missoula.
NEBRASKA:	North Platte, Omaha.
NEVADA:	Henderson, North Las Vegas, Reno.
NEW MEXICO:	Las Cruces, Santa Fe.
N. DAKOTA:	Fargo.
S. DAKOTA:	Sioux Falls
UTAH:	Ogden, Provo
WYOMING:	Casper, Cheyenne.

DUTIES: Incumbent is responsible for managing automation functions in the LCO. Individually, or through designated automation staff, is the first line of contact for all hardware, software, and telecommunication problems in the LCO and between the LCO and Regional Census Center (RCC). This job includes troubleshooting duties and evaluating, analyzing, and coordinating automation operations to efficiently support LCO functions. The individual is responsible for managing LCO support functions for Mobile Computing Equipment (MCE) to be used for automated data collection. Works under the direction of the Local Census Office Manager and provides technical guidance and support to Assistant Managers at the LCO, in such areas as: training; making adjustments to expedite production, including the scheduling and coordinating of data entry operations for optimal use of workstations and print devices; managing the property control system for Office Computing Equipment (OCE), MCE and peripherals; coordinating printing activities and assuring that printers are prepared to handle large, long-running print jobs without jams, breakdowns, toner shortages, and so on; and coordinating the workflow of documents in and out of the automation area. Selects and supervises Technical Support Supervisors and Inventory Control Clerk(s) responsible for supporting

various automation activities. As needed trains, or supervises others to train, LCO office employees on software, hardware and automation operations. The incumbent will be responsible for installation and configuration support operations for OCE, MCE and associated peripheral devices. The incumbent will also lead all OCE, MCE and automation support efforts and coordinate resources to support all LCO data entry and related automation activities for the operations control system, asset management systems, and payroll and personnel system. The incumbent will be responsible for administering user accounts for the various programs utilized by the LCO staff. The incumbent is responsible for the paper and automated tracking of property management to include: ensuring necessary forms are accurately filled out; property management systems are updated; and regular audits.

QUALIFICATIONS: To qualify for this position, you MUST

- Pass the written Census Supervisor Test (D-270); **and**

- Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as "c" in the attached Evaluation Criteria Statement for the Local Census Office Manager. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

- **HOW TO APPLY:** See "How to Apply for LCO Management Positions" on the website for detailed information on the application process (Steps 1-5)
  - Schedule a test
  - Bring required identification documents/application packet to the test site
  - Address selective factor (if required)
  - Identify this bulletin number
  - Clearly identify the location(s) you are applying for.
  - IMPORTANT: Bring evaluation criteria and OF-612/resume' to the test site.

(It is to your benefit to bring a complete packet with you to the test site. Incomplete applications will not receive consideration. Documents sent in afterwards may not make the cut-off and/or not get associated with your file).

Benefits: This position does not offer benefits, other than earning annual and sick leave and pay for holidays.

Applicant Name: **Office Location:**

COLUMN A	COLUMN B
EVALUATION CRITERIA STATEMENT FOR **ASSISTANT MANAGER FOR TECHNOLOGY**	
COLUMN A	COLUMN B
Applicants <u>are required</u> **to answer each of the** three **questions below in Column A by circling the best response** <u>and</u> **supporting that response in Column B.** (*Attach additional sheet if necessary*)	Applicants are also required to complete the following: 1. **Indicate the job from your attached resume or other application form that clearly verifies the answer you selected. OR** 2. **Write in the space below your experience that supports your answer. In addition to listing your experience, you** <u>**must include**</u> **the employer's name and address, the title of the position, and the dates of employment.**
1. **Describe your experience managing automation functions to support field data collection activities and administrative programs. (Circle the appropriate letter.)**	*Response must support answer circled in Column A*
a. I have experience managing an automation operation for **all** of the following: field data collection activities, production, **and** administrative programs. This includes experience with servers, desktops, laptops, mobile computing devices, **and** systems for tracking and managing property. Additionally, I have experience troubleshooting complex automation related problems and implementing solutions to correct any deficiencies.	
b. I have experience managing an automation operation for **at least one** of the following: field data collection operations, production **or** administrative operations. This includes experience with servers, desktops, laptops, and mobile computing devices. I have experience resolving routine automation related issues.	

c. I have experience working in an automation environment and troubleshooting automation related issues.	
d. My experience is less than what is described above.	
2. **Describe your experience demonstrating the ability to manage a time-critical automation support function through subordinate staff. (Circle the appropriate letter.)**	*Response must support answer circled in Column A*
a. I have experience with **both** of the following: managing at least one level/tier of subordinate management (e.g., I directly supervised either supervisor(s) or team lead(s)); **and** managing the implementation of solutions to correct complex problems regarding automation operation.	
b. I have experience managing a staff of automation operation technicians. I have lead teams involved in resolving automation related issues.	
c. I have experience working in an automation environment and troubleshooting automation related issues.	
d. My experience is less than what is described above.	

3. Please select the answer that best describes your experience demonstrating your ability to effectively communicate automated related information to multiple levels of an organization. (Circle the appropriate letter.)	*Response must support answer circled in Column A*
a. I have experience communicating automation-related issues to multiple levels of staff including managers. This includes communicating and resolving technical and non-technical automated related issues. I have experience providing training to automation and other organizational staff.	
b. I have experience communicating automation-related issues to subordinate staff. I have experience providing training to subordinate staff.	
c. I have experience working on a help-desk to resolve automation issues for staff. I do not necessarily have any experience training individuals or groups, but would be comfortable speaking in front of groups of employees.	
d. **My experience is less than what is described above.**	

Appendix C - REQUIRED INFORMATION ON OF-612 OR RESUMÉ
AND **CONDITIONS OF EMPLOYMENT**

Within the application or resume, **you must provide the following information** in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

-Recruiting Bulletin number, title, and lowest grade acceptable

-Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

-Social Security number

-Country of citizenship (**this Federal job requires U.S. citizenship).**

Highest Federal civilian grade held (if applicable)

Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

-Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

-Job-related: training courses (title and year), skills (e.g. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (e.g. publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.

CONDITIONS OF EMPLOYMENT:

-This is a mixed-tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment

- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed. -Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).